

# Primary REALTOR® or REALTOR® Associate Membership Application Instructions

A basic prerequisite for membership is that you be licensed with a firm whose broker is a REALTOR® member and/or MLS Participant of HCAR and/or HCIS. Before proceeding with the membership application, please verify that your license is showing as "current, active" with the proper firm by visiting the Florida Department of Business and Professional Regulation's (DBPR) website at [www.myfloridalicense.com](http://www.myfloridalicense.com). The DBPR requires that licenses of agents, brokers and corporations be current and showing as active on their website prior to HCAR or HCIS processing membership applications.

## 1. Complete the Application.

A. Complete EVERY blank in the application. (If not applicable, fill in N/A.)

B. Read the attached **Membership Agreements**, date and sign. **Return with the application.**

C. Provide a copy of your current real estate license or state certification to engage in the appraisal of real property is required. **Return with the application.**

D. Provide a completed, dated and signed RE 10, which also needs to be dated and signed by your Broker. **RE-10 form must be received prior to calling.**

**E. A letter of "Good Standing" is required if you are currently or ever have been a member of another Association or Board.**

## 2. Call the membership department to schedule an appointment time convenient for all.

## 3. Pay Appropriate Fees.

A. Include with the application, check, cash or credit card (Visa, Mastercard, Discover, American Express -). The date of affiliation with a "Designated" REALTOR® governs the amount you pay.

## 4. Dues are pro-rated for new members and can be calculated using the pro-ration charts provided for REALTORS® or REALTOR® Associates.

## 5. Attend Orientation Class Professional Standards Class

A. An applicant shall take and satisfactorily complete the required Professional Standards Class (COE) within 60 days. If the courses are not completed, the application fee may be forfeited and the applicant may be required to reapply for membership. Also the mandated MLS class is taken at this time.

## 5. Board of Directors Review.

A. Upon completion of the above steps, the application is submitted to the Board of Directors for final review and approval. **Once the application has been approved by the Board of Directors, there will be no refunds.**

# Secondary REALTOR® or REALTOR® Associate Membership

Steps 1-4 are the same as for Primary Members except that Secondary Members will only Pay local (HCAR) dues, since their State and National dues are paid thru their Primary Association. **A letter of "Good Standing" is required from the Primary Association with The date of completion of the COE, and that the State and National dues have been paid.**



## APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the Hernando County Association of REALTORS®.

**Application Fees and Dues:** I understand that payment in the amount of \$\_\_\_\_\_ for my one time application fee and \$\_\_\_\_\_ for my prorated membership, plus a \$30 Florida REALTOR® New Member Processing Fee, are payable directly to HCAR. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

**Qualification for Membership:** I will attend orientation within **30** days of payment of the Association fees and confirming my provisional membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also understand membership brings certain privileges and obligations that require compliance. **Membership is final only upon approval by the Board of Directors** and may be revoked should completion of any membership requirement(s), such as orientation, not be completed within the timeframe established in the association's bylaws. I further understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

**NOTE:** *Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.*

**Application Fees: Realtor®(R) \$450**

**Realtor®-Associates (RA) \$300**

**Re-Instate Realtor® Membership(R) \$225**

**Re-Instate Realtor® Associate Membership (RA) \$150**

**Upgrade Membership from Realtor® Associate (RA) to Realtor® (R) \$150**

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

PERSONAL INFORMATION:					
First Name		Middle Name			
Last Name		Suffix <input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.			
Nickname (DBA):					
Home Address:					
City:		State:		Zip:	
Home Phone:		Cell Phone:			
Fax:					
Primary E-mail:		Secondary E-mail:			
Broker or Salesperson's License #		BK # _____	SL # _____		
State of Licensure:		Appraisal License #			

COMPANY INFORMATION:			
Office Name:			
Office Address:			
Office Phone:		Fax:	
Company Type:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability		
Company) <input type="checkbox"/> Other, specify			
Your position:	<input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder		
<input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Other			

Names of other Partners/Officers of your firm:

**PREFERRED MAILING/CONTACT INFORMATION:**

Preferred Phone:  Home  Office  Cell

Preferred E-mail:  Primary E-mail  Secondary E-mail

Preferred Mailing:  Home  Office  Office Mail Alternate  Member Mail Alternate

Mail Publications to:  Home  Office  Office Mail Alternate  Member Mail Alternate

**Office Mailing Alternate:**

Address:

City:

State:

Zip:

**Member Mailing Alternate:**

Address:

City:

State:

Zip:

**APPLICANT INFORMATION:**

Are you currently a member of any other Association of REALTORS®?  Yes  No

If yes, name of Association

Type of membership held:

Have you previously held membership in any other Association of REALTORS®?  Yes  No

If yes, name of Association

Type of membership held:

Do you have any unsatisfied discipline pending for violation of the Code of Ethics?

Yes  No

If yes, provide details.

**If you are now or have been a REALTOR® member before, please provide the information below.**

Previous NAR membership (NRDS) #

Last date (year) of completion of NAR's Code of Ethics training requirement:

Have you ever been refused membership in any other Association of REALTORS®?  Yes  No

If yes, state the basis for each such refusal and detail the circumstances related thereto:

Is the office address provided above your principal place of business?  Yes  No

If not, or if you have a branch office,

Address:

please provide that address:

City:

State

Zip:

Do you hold, or have you ever held, a real estate license in any other state?  Yes  No

If so, where:

Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years?  Yes  No

If yes, provide details:

Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction?  Yes  No

If yes, provide details:

**Additional Optional Applicant Information to be completed and considered only if the Association has adopted Section 2(c) from Article V of the NAR Model Bylaws.**

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years?  Yes  No

If yes, provide details.

Are there pending ethics complaints against you?  Yes  No

If yes, provide details.

Do you have any unsatisfied discipline pending?  Yes  No

If yes, provide details.

Are you a party to pending arbitration request?  Yes  No

If yes, provide details.

Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details.

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**OPTIONAL INFORMATION**

Date of Birth:	
How long with current real estate firm?	
Previous real estate firm (if applicable):	
Number of years engaged in the real estate business:	
Field of Business (Specialties)?	
Languages Spoken?	

**INFORMATION TO BE SUPPLIED BY LOCAL ASSOCIATION**

Join Date:	
Status: <input type="checkbox"/> Active <input type="checkbox"/> Provisional	
Primary Local Association NRDS ID #	2620
Primary State Association NRDS ID #	0816
Office ID:	
(If broker)	
Office Contact (Designated REALTOR®)	
Office Contact Manager:	
Number of Non-Member Licensees:	



**2016 DUES PRO-RATION SCHEDULE FOR NEW MEMBERS JOINING AS:**

**REALTOR®-ASSOCIATE MEMBERS**

**HCAR APPLICATION FEE \$300**

**FLORIDA REALTORS® NEW MEMBER PROCESSING FEE \$30**

**PLUS DUES AS PER CHART BELOW**

**REALTOR® POLITICAL ACTION COMMITTEE (RPAC) and DISASTER RELIEF(DR) are both VOLUNTARY ITEMS)**

MONTH	NAR	NA	FR	FA	LOCAL	RPAC	DRF	TOTAL
JAN	\$120.00	\$35	\$116	\$10	\$225	\$20	\$1	<b>\$527.00</b>
FEB	\$110.00	\$35	\$106.33	\$10	\$206.25	\$20	\$1	<b>\$488.58</b>
MARCH	\$100.00	\$35	\$96.67	\$10	\$187.50	\$20	\$1	<b>\$450.17</b>
APRIL	\$90.00	\$35	\$87.00	\$10	\$168.75	\$20	\$1	<b>\$411.75</b>
MAY	\$80.00	\$35	\$77.33	\$10	\$150.00	\$20	\$1	<b>\$373.33</b>
JUNE	\$70.00	\$35	\$67.67	\$10	\$131.25	\$20	\$1	<b>\$334.92</b>
JULY	\$60.00	\$35	\$58.00	\$10	\$112.50	\$20	\$1	<b>\$296.50</b>
AUG	\$50.00	\$35	\$48.33	\$10	\$93.75	\$20	\$1	<b>\$258.08</b>
SEPT	\$40.00	\$35	\$38.67	\$10	\$75.00	\$20	\$1	<b>\$219.67</b>
OCT.	\$30.00	\$35	\$29.00	\$10	\$56.25	\$20	\$1	<b>\$181.25</b>
NOV	\$20.00	\$35	\$19.33	\$10	\$37.50	\$20	\$1	<b>\$142.83</b>
DEC	\$10.00	\$35	\$9.67	\$10	\$18.75	\$20	\$1	<b>\$104.42</b>

**NOTE:** \$35 -NAR Public Awareness Campaign Assessment

\$10 – Florida Realtors (FR) Issues Advocacy Assessment

This pro-ration schedule is for **NEW AGENTS ONLY**, and calculates the dues they will owe based on the month they join the Association to the end of the year, and will be paid at the same time that they pay their application fee and FR processing fee.

**\*\* Note: the two voluntary items RPAC and Disaster Relief can be deducted from the Total if they do not wish to pay them.**

**2016 DUES PRO-RATION SCHEDULE FOR NEW MEMBERS JOINING AS:**

**REALTOR® MEMBERS**

**HCAR APPLIATION FEE \$450**

**FLORIDA REALTORS® NEW MEMBER PROCESSING FEE \$30**

**PLUS DUES AS PER CHART BELOW**

**REALTOR®POLITICAL ACTION COMMITTEE (RPAC) and DISASTER RELIEF (DR) are both VOLUNTARY ITEMS)**

MONTH	NAR	NA	FR	FA	LOCAL	RPAC	DRF	TOTAL
JAN	\$120	\$35	\$116	\$10	\$265	\$20	\$1	<b>\$567.00</b>
FEB	\$110	\$35	\$106.33	\$10	\$242.88	\$20	\$1	<b>\$525.21</b>
MARCH	\$100	\$35	\$96.67	\$10	\$220.80	\$20	\$1	<b>\$483.47</b>
APRIL	\$90	\$35	\$87.00	\$10	\$198.72	\$20	\$1	<b>\$441.72</b>
MAY	\$80	\$35	\$77.33	\$10	\$176.64	\$20	\$1	<b>\$399.97</b>
JUNE	\$70	\$35	\$67.67	\$10	\$154.56	\$20	\$1	<b>\$358.23</b>
JULY	\$60	\$35	\$58.00	\$10	\$132.48	\$20	\$1	<b>\$316.48</b>
AUG	\$50	\$35	\$48.38	\$10	\$110.44	\$20	\$1	<b>\$274.82</b>
SEPT	\$40	\$35	\$38.67	\$10	\$88.32	\$20	\$1	<b>\$232.99</b>
OCT.	\$30	\$35	\$29.00	\$10	\$66.24	\$20	\$1	<b>\$191.24</b>
NOV	\$20	\$35	\$19.33	\$10	\$44.16	\$20	\$1	<b>\$149.49</b>
DEC	\$10	\$35	\$9.67	\$10	\$22.08	\$20	\$1	<b>\$107.75</b>

**NOTE:** \$35 -NAR Public Awareness Campaign Assessment

\$10 – FAR Issues Advocacy Assessment

This pro-ration schedule is for **NEW AGENTS ONLY**, and calculates the dues they will owe based on the month they join the Association to the end of the year, and will be paid at the same time that they pay their application fee and FR processing fee. \*\*Note: the two voluntary items RPAC and Disaster Relief can be deducted from the Total if they do not wish to pay them.

## **What is a REALTOR-ASSOCIATE®?**

REALTOR-ASSOCIATE® Members shall be those independent contractors and salesmen who are affiliated with or employed by a REALTOR® Member or a firm, partnership, or corporation of which any REALTOR® Member is a sole proprietor, partner or officer, who are actively engaged in the real estate business and who are deemed qualified for REALTOR-ASSOCIATE® membership by a local board within the state in which the independent contractor or salesman is actively engaged in the real estate business or within a state whose border is contiguous with that state, or if the real estate firm is located outside the jurisdiction of any local board, by the state association within whose territory the independent contractor or salesman is actively engaged in the real estate business having an effective membership agreement with the National Association as provided in Article XV, Section 2.

The NATIONAL ASSOCIATION OF REALTORS® is the proud owner of numerous MARKS, including but not limited to the REALTOR® LOGO, and the terms REALTOR®, REALTOR-ASSOCIATE®, REALTORS®, and REALTOR-ASSOCIATE®s, which may be referred to collectively as the MARKS.

This manual explains the application of guidelines to assist in the proper use of the MARKS.

The MARKS are collective membership marks which serve to identify members of the National Association and distinguish them from non-members. Since 1916, when the unique term REALTOR® was first established, the public has come to recognize those who use the MARKS as members of the NATIONAL ASSOCIATION OF REALTORS®.

Preservation of trademarks requires that they be used only in their trademarked form. They should be distinguished from traditional words and must always include the registration symbol "®."

The purpose of this manual is to protect the MARKS and assure that they are used consistently.

REALTOR® is a registered collective membership mark which may be used only by real estate professionals who are members of the NATIONAL ASSOCIATION OF REALTORS® and subscribe to its strict Code of Ethics.

**Please Note: As a Realtor Associate member on the local level (HCAR) your initial fees Application and Local dues are less, and you would not vote on any issues that require a vote of members. You can at any time upgrade to a REALTOR member by paying the \$150 difference in the original application fee, and then there is a \$40 difference in the local dues annually.**

## What Is A REALTOR®?

Simply put, a REALTOR® is someone who is licensed by the state to practice real estate, and who has chosen to become a member of the National Association of REALTORS® (NAR), the largest trade organization in the world.

Real estate brokers and agents who wish to be REALTORS® must first become a member of a local board, such as the Hernando County Association of REALTORS®. This automatically makes them members of the [Florida REALTORS®](http://www.floridarealtors.org), [www.floridarealtors.org](http://www.floridarealtors.org) and the [National Association of REALTORS®](http://www.realtor.org) [www.realtor.org](http://www.realtor.org)

Before being admitted into membership though, the salesperson or broker pledges to abide by the association's rules and regulations as well as those of the National Association of REALTORS®. Membership is open to all qualified individuals regardless of race, color, religion, sex, ancestry, handicap, familial status or national origin.

Yet the term REALTOR® does not tell the whole story. For example, it does not refer to just one profession. REALTORS® may be engaged in virtually any part of the real estate business including real estate management, mortgage brokers, appraisers, developers and builders, in addition to those involved in real estate brokerage.

Another part of the story is professionalism: REALTORS® are bound by a strict Code of Ethics which other real estate agents have not pledged to uphold. This Code, an expression of the highest ideals of the organized real estate industry, is strictly enforced by the Hernando County Association of REALTORS®.

All REALTORS®, by virtue of their membership in the association, have pledged to uphold the principles and standards of practice in the Code. It both governs their behavior and protects them, and the public, from the abuses of the marketplace. As one REALTOR® put it, "It is the heart and soul of our organization."

Remember that the term REALTOR® is a collective membership mark which only refers to members of the National Association of REALTORS®. Just as every photocopy is not a Xerox®, not every real estate agent is a REALTOR®. Only REALTORS® can display this registered trademark:



HERNANDO COUNTY ASSOCIATION OF REALTORS®

**FAX: 352-799-4350**

I \_\_\_\_\_ **AUTHORIZE THE HERNANDO COUNTY**

**Name**

**ASSOCIATION OF REALTORS® TO CHARGE MY CREDIT CARD ACCOUNT \$ \_\_\_\_\_ for:**

**Application Fee \_\_\_\_\_, Dues \_\_\_\_\_, MLS fee \_\_\_\_\_, Key \_\_\_\_\_, Transfer Fee \_\_\_\_\_, MLS Listing \_\_\_\_\_, Other**

CREDIT CARD TYPE: VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_

DISCOVER \_\_\_\_\_ AM EX \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

**If paying for another person please write their name on the line below:**

\_\_\_\_\_